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## MINUTES

The Town of Manteo Board of Commissioners held their recessed December 16, 2020 meeting at Town Hall, 407 Budleigh Street, Manteo, NC and via teleconference.

The following members were present:

Mayor Bobby Owens (remote)  
Mayor Pro-Tem Betty Selby (remote)  
Commissioner Christine Walker (remote)  
Commissioner Darrell Collins (remote)  
Commissioner Jason Borland  
Commissioner Eddie Mann  
Commissioner Richie Burke

The following members were absent:

Also present at the meeting were:

Town Manager James Ayers  
Program Manager Michele Bunce  
Town Planner Melissa Dickerson  
Town Clerk Becky Breiholz  
Deputy Town Clerk Jamie Whitley

Mayor Owens called the recessed meeting to order at 5:00 pm and Mr. Ayers did a roll call: Mayor Owens-present (remote); Mayor Pro-Tem Selby-present (remote); Commissioner Burke-present; Commissioner Borland-present; Commissioner Mann-present; Commissioner Collins-present (remote); Commission Walker-present (remote).

## PRESENTATIONS & REPORTS

**Roanoke Island Volunteer Fire Department Award** – The Town of Manteo honored Fire Chief Talmadge Jones for his 27 years of service with the Roanoke Island Volunteer Fire Department. Former Nags Head Fire Chief and the current Manteo Fire Marshal and Emergency Manager Kevin Zorc presented Chief Jones with a plaque and his wife, Jenny Jones, with a bouquet of flowers.

**Board Recognition** – Mr. Ayers presented to the Board of Commissioners with a Thank You card on behalf of Town Staff thanking the Board for approval of the bonus program and their generosity.

Melody Schuler, President of the North Carolina Association of Municipal Clerks, presented Town Clerk Becky Breiholz with a Retirement Resolution.

Mr. Ayers presented Clerk Breiholz with a proclamation declaring December 31, 2020 as Becky Breiholz day in the Town of Manteo. Becky's sons, Brian, and Jason, both thanked their mom for her service. Ms. Breiholz thanked everyone and stated that she has enjoyed her time working for the Town of Manteo.

**Department Head Reports** – The Department Head written reports were given to the Board and are available on our website at [manteonc.gov](http://manteonc.gov) for the general public to review.

**Update on Recycling Program** –Mr. Ayers reported: In 2017, the Town of Manteo changed from a subscription-based recycling service to a straight contract with Bay Disposal. Unfortunately, there were issues with the vendor earlier this year related to the disposal of recyclables and a proposed 50% increase in unit costs. Of course, a unilateral 50% price increase with more to follow was not acceptable. Following extensive discussions and public comment, the Board approved a contract amendment that would return us to the former subscription-based service.

As of November 30, 2020, the contract amendment was signed by both parties. January 1<sup>st</sup> will mark the start of the return to the subscription-based service. As a reminder for members of the public listening in, the cost for those residents or businesses desiring the weekly roll cart recycling service will be \$11.35 per month, which will be billed on a quarterly basis. We are working with Bay Disposal to communicate the changes to the public, and we will get out notices in our water bills, in the newspaper, in the kiosks, on the website, and via social media.

For those who choose to drop off materials themselves, there will be options. From January through the end of June, we will have temporary recycling containers in the side parking lot at Town Hall. On a permanent basis, Dare County already operates its Main Recycling Center a short distance beyond Town limits at 1018 Driftwood Drive. Hours of operation of this facility are:

8:00 a.m. - 5:00 p.m. Monday through Friday  
8:00 a.m. to 12:00 p.m. Saturday

**Update on Affordable Housing** - At its October 7<sup>th</sup> meeting, the Board of Commissioners received a briefing on public policy options related to affordable housing. For our listening public, there were topics discussed such as the distinction between Affordable versus Workforce versus Essential Housing:

- Housing Choice Vouchers (Up to 50% AMI)
- Low Income Housing Tax Credit Properties (Up to 80% AMI)
- Workforce Housing (Varies – typically 80-120% of AMI)

Another key topic that was discussed included the need for Rental versus For-Sale Units. Much of the local discussion has centered around the need for rental units. Even within the realm of rental properties, there are subsets ranging from year-round workforce housing, seasonal and student housing, and transitional housing as one community advocate noted in a subsequent presentation.

We continue the dialogue with Dare County regarding their affordable housing initiative, including the potential for a project off Bowsertown Road. My counterpart at the County indicated as recently as today that their work continues with the assistance of their consultant team. They will be contacting the Town in the future for potential areas of cooperation.

In the meantime, we have heard from property owners and potential developers regarding different development or redevelopment scenarios. In one case, there was a stated desire to do a larger building for economies of scale, but there was a concern that the building would exceed the current maximum of 20,000 square feet. There were other projects considering single family versus multi-family housing. In the case of rental single-family properties, the Town's existing affordable housing ordinance would not apply because it focuses on properties for sale. However, another project envisioned multi-family units for sale, but the developer was concerned that the Town's ordinance would require 20% of the units to be affordable, and the project would be difficult to finance with

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that stipulation. Mr. Ayers summarized the key provisions of the Town's existing affordable ordinance in Section 4-3; Section 4-4; Section 4-6; Section 4-8; Section 4-11.

## **PUBLIC COMMENT**

*Members of the public are invited to address the Board of Commissioners on any topic. Public Comment is not intended to require the Board to answer any impromptu questions or to take any action on items brought up during the public comment period. Speakers will address all the comments to the Board as a whole and not one individual Commissioner. Discussions between speakers and members of the audience will not be allowed. Time limits are 3 minutes per person or 5 minutes per group. Please identify yourself and location so that your statements can be recorded.*

There were none.

## **NEW BUSINESS**

### **Appointment of Town Clerk**

The current Town Clerk, Becky Breiholz, is retiring on December 31, 2020. Jamie Whitley was hired by the Town Manager as Deputy Town Clerk as part of the succession plan. Ms. Whitley has exhibited excellent work performance since her start date on September 16, 2020, and she has served in the clerk's role for meetings of the Board of Commissioners, the Planning & Zoning Board, the Special Events Committee, and the Preservation & Architectural Review Committee (PARC). In addition, Jamie has contributed to key activities including, but not limited to, public records management, communications, cemetery administration, and organizational support. The Town Manager recommends appointment of Jamie Whitley as Town Clerk with an effective date of January 1, 2021.

A nomination for Jamie Whitley to be the Town Clerk was made by Mayor Pro-Tem Selby and seconded by Commissioner Jason Borland.

A motion was made by Commissioner Collins and seconded by Mayor Pro-Tem Selby to appoint Jamie Whitley as Town Clerk for the Town of Manteo effective January 1, 2021 and was approved by the following roll call vote: Ayes: Commissioners Collins, Mann, Burke, Walker, Borland, and Selby. Nays: None. Absent: None. **Motion carried unanimously.**

### **Zoning Text Amendment Article VIII-B-2 General Business District/Sec.8-5 Conditional Uses permitted (38) Supplementary uses (Walk-up ATM)**

The Board of Commissioners have called a public hearing to receive comment on zoning text amendment Article VIII-B-2 General Business District/Sec.8-5 Conditional Uses permitted (38) Supplementary uses for Walk-Up ATMs. North Carolina State guidelines require that we allow 24 hours to receive written comment on this public hearing after the meeting. A vote on the zoning text amendment will be held at the January 6, 2021 meeting.

**MOTION:** A motion was made by Commissioner Borland and seconded by Commissioner Mann to open the Public Hearing for walk up ATMs and was approved by the following roll call

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vote: Ayes: Mayor Pro-Tem Selby, Commissioners Collins, Borland, Burke, Mann, and Walker.  
Nays: None. Absent: None. **Motion carried unanimously.**

There were no comments

**MOTION:** A motion was made by Commissioner Mann and seconded by Mayor Pro-Tem Selby to close the Public Hearing for walk up ATMs and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Collins, Borland, Burke, Mann, and Walker. Nays: None. Absent: None. **Motion carried unanimously.**

#### MAYOR/COMMISSIONER COMMENTS

All the Board members thanked Becky for her service to the Town of Manteo as her retirements nears and congratulated Jamie on her becoming the new Town Clerk. Commissioner Mann appreciates all the hard work that is done by the entire staff of Manteo.

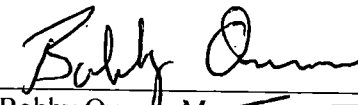
Commissioner Walker had a question about recycling and asked what happens to the containers if they do not sign up for the subscription. Mr. Ayers responded they are the property of Bay Disposal and they will pick them up if the property owners does not wish to subscribe.

There being no further business to come before the Board or other persons to be heard a motion was made by Commissioner Mann and seconded by Commissioner Walker and the meeting was adjourned at 5:46 pm was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Mann, Borland, Burke, Collins, and Walker. Nays: None. Absent: None. **Motion carried unanimously.**

This the 16<sup>th</sup> day of December 2020.

ATTEST:

  
Jamie Whitey, Deputy Town Clerk

  
Bobby Owens, Mayor

